

URBAN CORE DEVELOPMENT PERMIT USER GUIDE TO THE REVIEW PROCESS

THE FOLLOWING PROVIDES INFORMATION ABOUT THE URBAN CORE DEVELOPMENT PERMIT APPLICATION PACKAGE:

- Information contained in this package provides application forms and documents to begin the design review process for an Urban Core Development Permit (UCDP). For more information about the Urban Core Specific Plan, check the city website at www.chulavistaca.gov.
- The application for Development Processing (Type A) is the primary application document for the UCDP. In addition, a preliminary environmental review application will be required to determine the appropriate environmental documentation. The primary application form may be used for multiple permit requests (e.g. design review and conditional use permit) related to the same project.
- A presubmittal meeting is required. To make an appointment, please call (619) 691-5227.



URBAN CORE DEVELOPMENT PERMIT DESIGN REVIEW REQUIREMENTS

The Design Review Process for future development projects is established for the Specific Plan focus areas. Most development projects within the Urban Core Specific Plan (Specific Plan) focus areas will be subject to a design review process to ensure consistency with the Specific Plan. In addition, proposed developments would also be required to adhere to existing Chula Vista Municipal Code (CVMC) regulations and processes for other discretionary review, such as those for conditional use permits, variances, and subdivisions, as may be applicable. All developments within the Specific Plan focus areas require submittal and approval of an Urban Core Development Permit (UCDP). The UCDP Review Process is illustrated in Figure 11.1. To be approved, a development project must:

- Comply with the permitted uses and development criteria contained in **Chapter VI – Land Use and Development Regulations** of the Specific Plan, and other applicable regulations contained in the CVMC; and,
- Be found to be consistent with the design requirements and recommendations contained in **Chapter VII – Design Guidelines** of the Specific Plan.

Projects require a pre-submittal meeting with staff to determine appropriate processing requirements and preliminary issue identification. The UCDP will be issued if it is determined that the project complies with the provisions of the Specific Plan, including the development regulations, standards and design guidelines. Approval of the UCDP will include all conditions of approval ranging from design, environmental mitigation measures, public improvements, and others as may be determined upon review of the specific development project.

The Specific Plan provides separate processes for design review for those developments within established Redevelopment Project Areas and for those developments located outside established Redevelopment Project Areas. Figure 11.2 illustrates the boundaries of existing Redevelopment Project Areas, which may be amended from time to time, within the Specific Plan boundaries. Projects which include site areas within both areas shall be approved using the process set forth for Redevelopment Project Areas.

Developments Within a Redevelopment Project Area

The Chula Vista Redevelopment Corporation (CVRC) has been established by the City Council to assist with implementation and oversight of infill development in the Redevelopment Project Areas within the Specific Plan, and elsewhere within the City. The CVRC holds regularly scheduled meetings to review developments and design proposals. The CVRC provides a vehicle for public participation relating to the growth and redevelopment of the Chula Vista Urban Core, and serves as a communications link between its citizens, the City Council and the Redevelopment

Agency. In addition, the recently established Redevelopment Advisory Committee will provide input on projects, early and often.

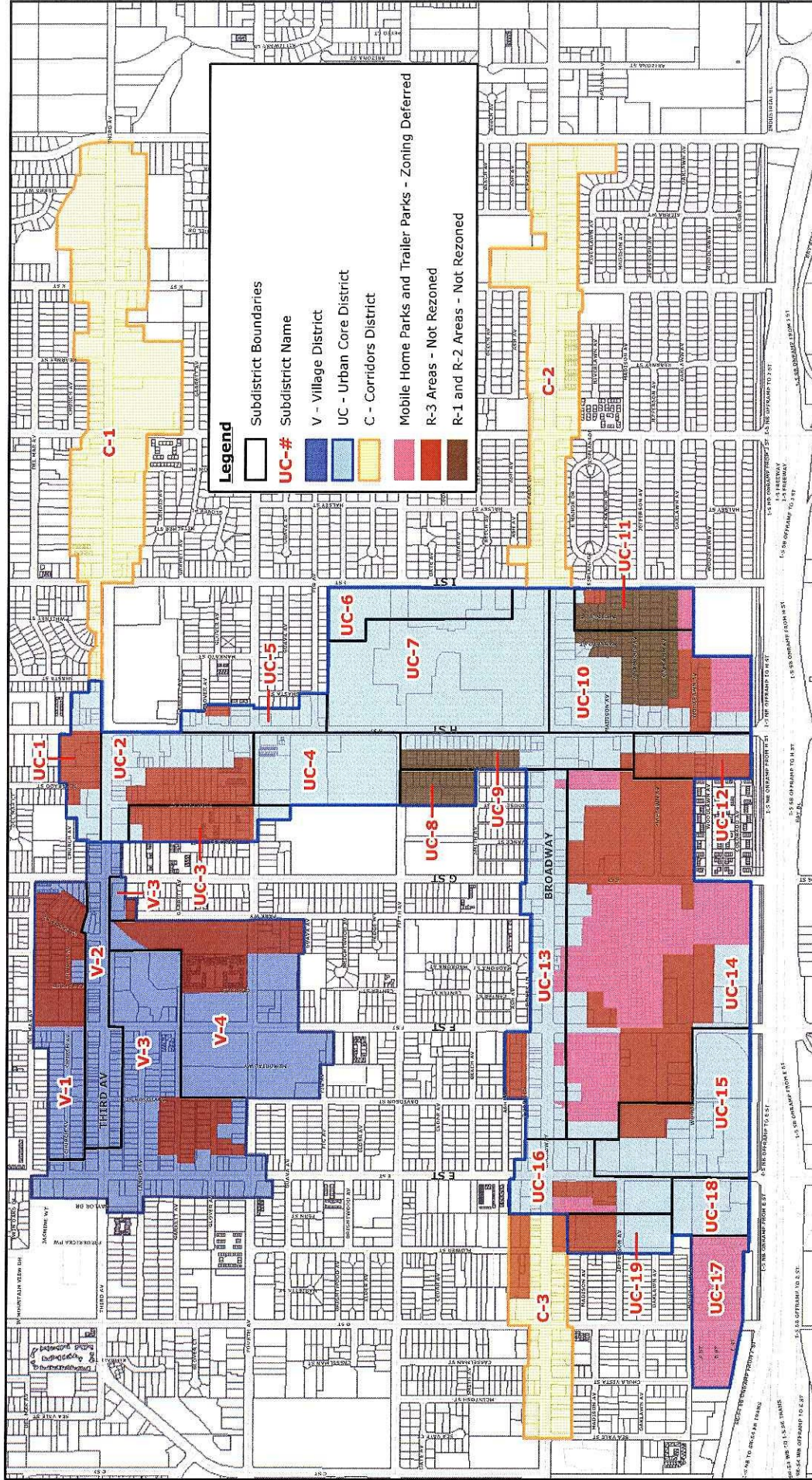
All developments within the Specific Plan focus areas that are all or in part within a Redevelopment Project Area require submittal and approval of a UCDP. The UCDP process requires review and approval by either the CVRC Executive Director or the CVRC Board. For minor projects, design review will be subject to review and approval by the Executive Director of the CVRC with the opportunity for appeal to the CVRC. Design review of other projects will be conducted by staff with a recommendation to the CVRC.

Developments Not Within a Redevelopment Project Area

Projects within the Specific Plan area, but outside a Redevelopment Project Area, will be subject to the City's existing design review processes. Large-scale projects, as defined by CVMC Section 19.14.582, will require review by the Design Review Committee. Minor projects may be reviewed and approved by the Zoning Administrator, or his/her designee in a manner consistent with CVMC Section 19.14.

Other Discretionary Approvals

The provisions of the Zoning Ordinance relative to other discretionary permits or actions (e.g. Tentative Map, Conditional Use Permits) shall be applied as required based on individual development projects.



Chula Vista Urban Core Specific Plan Subdistricts Key Map





Fig. 11.2

Urban Core Specific Plan and Redevelopment Areas

Chula Vista Urban Core Specific Plan

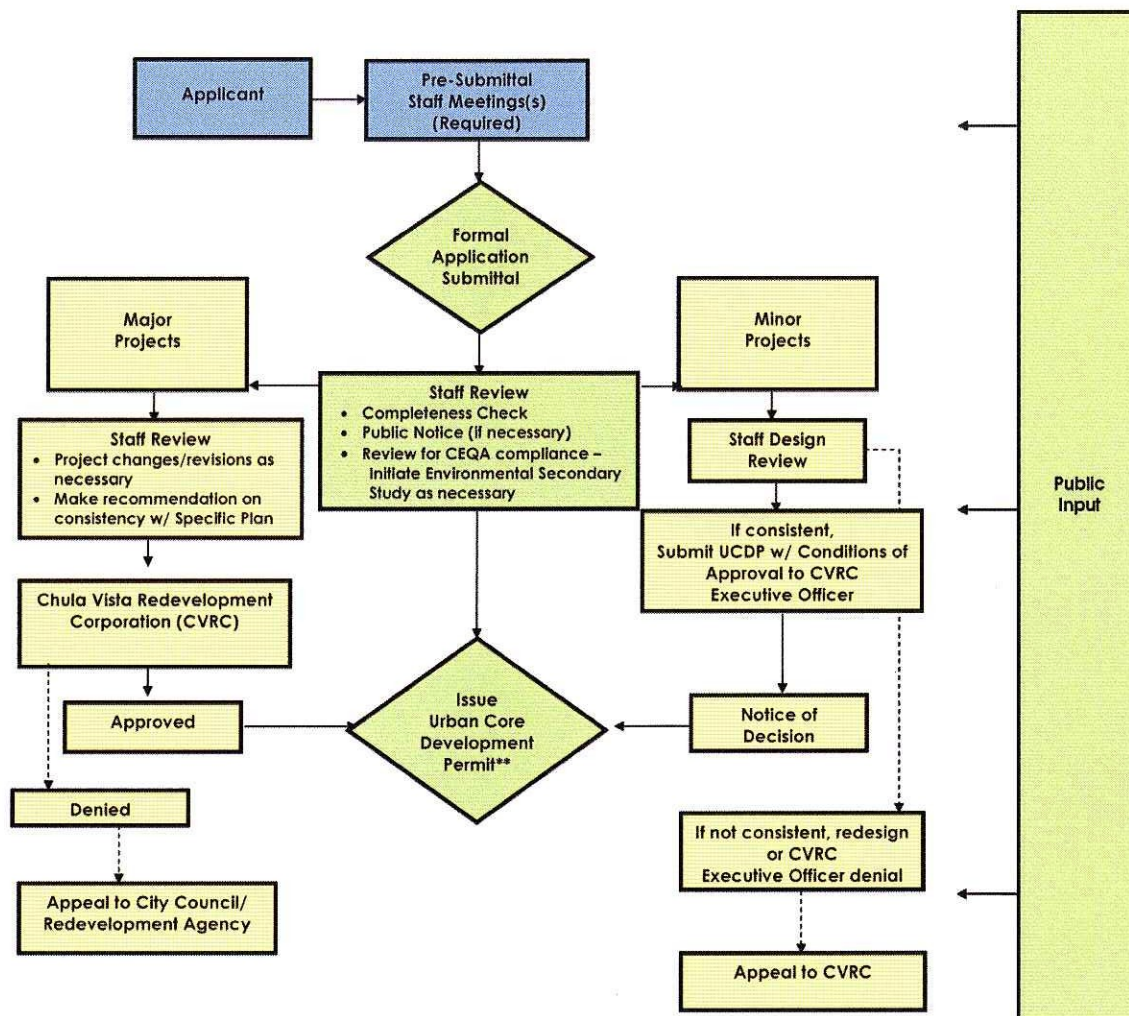
URBAN CORE DEVELOPMENT PERMIT PROCESS FLOWCHART

The attached processing flow charts illustrate the design review process for projects in redevelopment areas. For projects outside redevelopment areas the review process is generally the same with a different decision making body.

The first flowchart is entitled UCDP Design Review Process (Figure 11.1 from Chapter 11 of the Specific Plan). This flowchart shows the general path that major and minor projects will follow during the review process.

The second flowchart shows the review process in greater detail, including the formal public input process of the Redevelopment Advisory Committee (RAC).

URBAN CORE DEVELOPMENT PERMIT DESIGN REVIEW PROCESS*

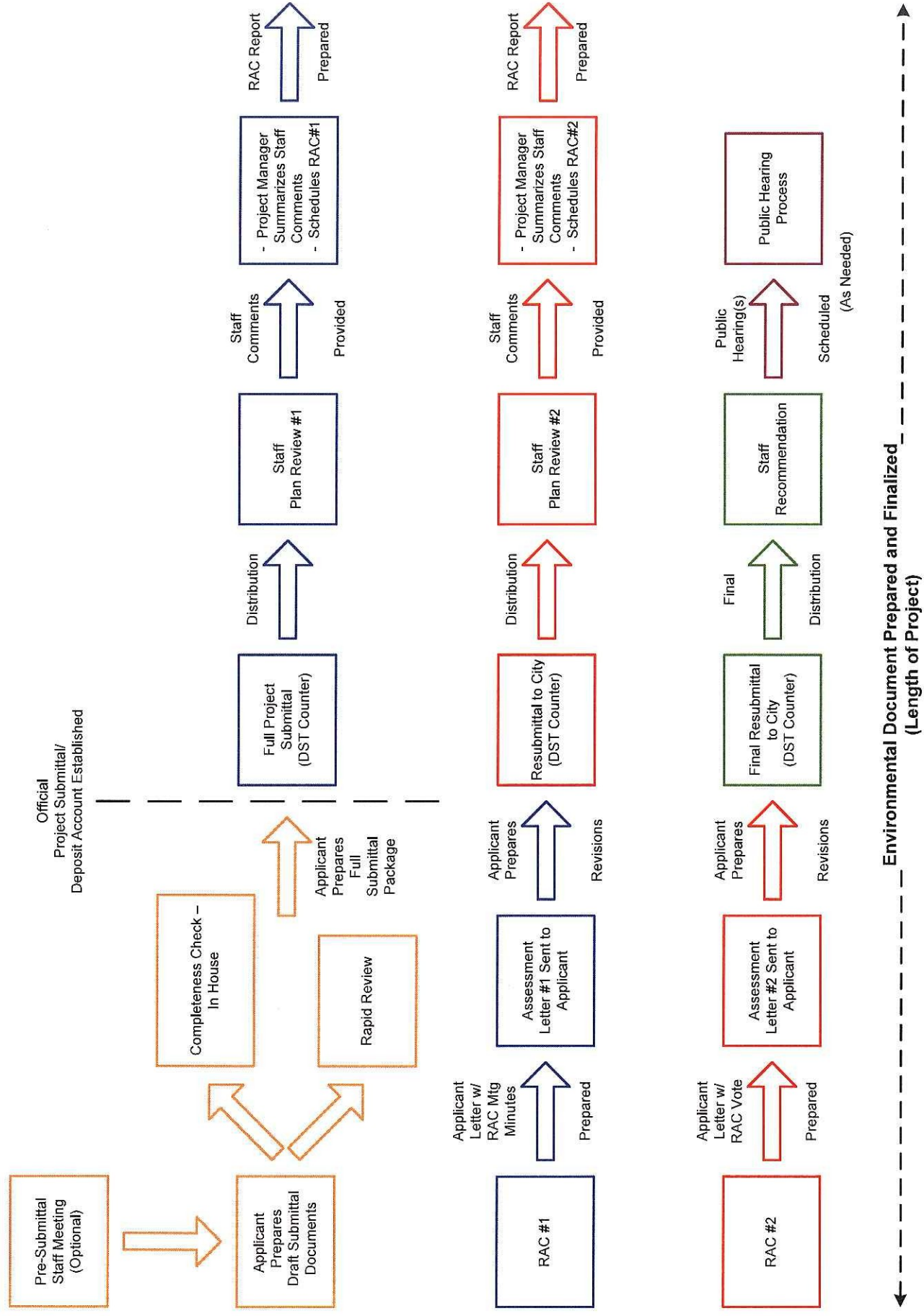


*Process pertains to projects in redevelopment areas only
 ** If Redevelopment Agency involvement (e.g. Agreement or Funding) project obtains concurrent Agency Approval

Urban Core Development Permit Design Review Process

Fig. 11.1

Redevelopment Advisory Committee (RAC) Review Process



URBAN CORE DEVELOPMENT PERMIT PROCESSING FEE/DEPOSIT REQUIREMENTS

- For reference, the Planning User Fee Schedule (2007) identifies the deposit required to submit a Design Review application for an Urban Core Development Permit for review and processing by City departments and outside agencies. (See Fee #14 or 15 for Design Review and #22 for Preliminary Environmental Review). The amount of the deposit is an estimate based on an average processing time for the type of application. Your application may cost less or more depending on certain circumstances and complexity. If the cost of processing the application is less than the deposit amount, you will be reimbursed the balance. However, if the cost of processing is more than the deposit amount, you will be required to pay the difference. If at any time, the amount of the deposit is depleted to a minimal level inadequate to continue processing, or if a deficit situation exists, you will be required to deposit additional funds.
- Applicants for development projects, including additions and interior/exterior remodels, and some proposals involving a change in land use, are advised that they may be required to install and/or modify on- and off-site public and private improvements and pay impact fees. Improvements may include on-site structures, paving and landscaping, and requirements to dedicate, improve and/or modify streets and other public facilities off-site. Fees may include sewer, traffic and other development impact fees.

The necessity for or exact extent of these requirements and fees, if any, are generally not known until an application has been filed and routed for review and comment to the various City departments and outside agencies. Applicants are encouraged, however, to contact the City regarding the possibility for and the general extent of these requirements at the earliest possible stage of project consideration.

**CITY OF CHULA VISTA
PLANNING USER FEE SCHEDULE**

Fee #	Fee or Service Name	Fee Type	Unit Cost/ Potential Fee or Deposit Level
1	Annexation	Deposit (T&M)	\$17,643
2	Appeals-w/Public Hearing	Deposit (T&M)	\$7,004
5	Admin Conditional Use Permit	Per Issuance	\$3,623
6	Admin Variance	Per Issuance	\$3,418
7	Admin Modifications	Per Issuance	\$2,825
8	Admin Extensions	Per Issuance	\$1,127
9	Public Hearing Conditional Use Permits	Deposit (T&M)	\$9,013
10	Public Hearing Variance	Deposit (T&M)	\$6,653
11	Public Hearing Modifications	Deposit (T&M)	\$9,013
12	Public Hearing Extensions	Deposit (T&M)	\$1,127
14	Administrative Design Review	Deposit (T&M)	\$3,932
15	Public Hearing Design Review	Deposit (T&M)	\$9,685
16	Design Review Extension	New	\$1,127
17	Coastal Dev Permit - Admin	New	\$3,589
18	Coastal Dev Permit - Public Hearing	Deposit (T&M)	\$9,013
19	Coastal Dev Permit - De Minimus Waiver	New	\$2,413
20	EIR application/CEQA findings	Deposit (T&M)	\$20,000
22	Preliminary Environmental Review/Initial Study	Deposit (T&M)	\$4,640
23	Habitat Loss and Incidental Take (HLIT) Permit	Deposit (T&M)	\$8,115
24	Mitigation Monitoring	Deposit (T&M)	\$11,543
26	Review of Consultant Qualifications	Per Issuance	\$541
27	General Plan Amendment	Deposit (T&M)	\$23,989
28	General Development Plan and Modifications	Deposit (T&M)	\$20,000
30	Precise Plan Approval/Modifications	Deposit (T&M)	\$12,500
31	Sectional Planning Area Plan/Modifications	Deposit (T&M)	\$20,000
32	Project-Driven Specific Plan Amendment	Deposit (T&M)	\$13,191
33	Tentative Map Fees (Up to 10 Lots)	Per Issuance	\$12,886
34	Tentative Map Fees (11 to 50 Lots)	Per Issuance	\$14,576
35	Tentative Map Fees (>50 Lots) - Base Fee	Per Issuance	\$16,070
36	Tentative Map Fees (>50 Lots) - Per Lot	Per Issuance	\$198
37	Condo Conversion Fees (up to 10 lots)	Per Issuance	\$12,106
38	Condo Conversion Fees (11 to 50 lots)	Per Issuance	\$14,576
39	Condo Conversion Fees (>50 lots) - Base Fee	Per Issuance	\$16,070
40	Condo Conversion Fees (>50 lots) - Per Lot	Per Issuance	\$198
41	Signs - Sign Program Application - Admin	Per Issuance	\$3,555
42	Signs - Sign Program Application - Public Hearing	Deposit (T&M)	\$6,086
43	Signs - Sign Program	Per Issuance	\$96
44	Signs - Non-Sign Program	Per Issuance	\$96
45	Rezoning - Applications	Deposit (T&M)	\$13,447
46	Zoning - Initial Business License Review	Per Issuance	\$48
47	Zoning - Initial Bus License Review w/o Prior Submittal	Per Issuance	\$96
48	Lg. Family Day Care Permits/Extensions	Per Issuance	\$175
49	Temp. Outside Sales	Per Issuance	\$96
50	Special Events on Private Property	Per Issuance	\$96
52	Official Zoning Letter	Per Issuance	\$531
53	Property Research > 1/2 hr (Each Hour)	Per Issuance	\$96
54	Application for Historic Designation	Per Issuance	\$500
55	Application for Mills Act Status	Per Issuance	\$240
56	Historic Sign Fee	Per Issuance	\$150
57	Substantial Conformance review - Minor	Per Issuance	\$1,040
58	Substantial Conformance review - Major	Deposit (T&M)	\$1,568
59	Wireless Transmission Facilities - Admin	Per Issuance	\$3,689
60	Wireless Transmission Facilities - Public Hearing	Deposit (T&M)	\$9,188
61	Public Notice Mailing List	Per Issuance	\$50
62	Pre-Application Review	Hourly	\$138



Type of Review Requested

- ☐ Conditional Use Permit
☐ Design Review
☐ Variance
☐ Special Use Permit (redevelopment area only)
☐ Misc. _____

STAFF USE ONLY

Case #: _____
Filing Date: _____ By: _____
Assigned Planner: _____
Project Account: _____
Deposit Account: _____
Related Cases: _____
☐ Z.A. ☐ Public Hearing

Application Information

Applicant Name: _____
Applicant Address: _____
Contact Name: _____ Phone: _____
Applicant's Interest in Property (If applicant is not the owner, the owner's authorization signature at the end of this form is required to process this request.) ☐ Own ☐ Rent ☐ Other: _____
Architect/Agent: _____ Address: _____
Contact Name: _____ Phone: _____
Primary contact is: ☐ Applicant ☐ Architect/Agent Email of primary contact: _____

General Project Description (all types)

Project Name: _____ Proposed Use: _____
General Description of Proposed Project: _____
Has this project received pre-application review comments? ☐ Yes (Date: _____) ☐ No

Subject Property Information (all types)

Location/Street Address: _____
Assessor's Parcel #: _____ Total Acreage: _____ Redevelopment Area (if applicable): _____
General Plan Designation: _____ Zone Designation: _____
Planned Community (if applicable): _____
Current Land Use: _____ Within Montgomery Specific Plan? ☐ Yes ☐ No

Proposed Project (all types)

Type of use proposed: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____
Landscape Coverage (% of lot): _____ Building Coverage (% of lot): _____

**Residential Project Summary**

Type of dwelling unit(s): _____ Number of lots: _____

Dwelling units:

	PROPOSED	EXISTING
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3+ Bedroom	_____	_____
TOTAL	_____	_____

Density (DU/acre): _____ Maximum building height: _____ Minimum lot size: _____ Average lot size: _____

Parking Spaces:

Required by code: _____ Provided: _____

Type of parking (i.e. size; whether covered, etc.): _____

Open space description (acres each of private, common, and landscaping): _____

Non-Residential Project Summary

Gross floor area: _____ Proposed: _____ Existing: _____ Building Height: _____

Hours of operation (days & hours): _____

Anticipated number of employees: _____ Maximum number of employees at any one time: _____

Number and ages of students/children (if applicable): _____ Seating capacity: _____

Parking Spaces:

Required by code: _____ Provided: _____

Type of parking (i.e. size; whether covered, etc.): _____

Authorization

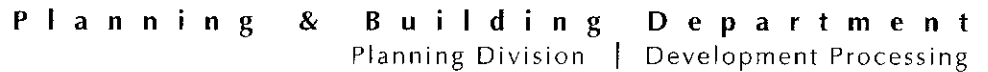
Print applicant name: _____

Applicant Signature: _____ Date: _____

Print owner name*: _____

Owner Signature*: _____ Date: _____

*Note: Proof of ownership may be required. Letter of consent may be provided in lieu of signature.





Disclosure Statement

Pursuant to Council Policy 101-01, prior to any action upon matters that will require discretionary action by the Council, Planning Commission and all other official bodies of the City, a statement of disclosure of certain ownership or financial interests, payments, or campaign contributions for a City of Chula Vista election must be filed. The following information must be disclosed:

1. List the names of all persons having a financial interest in the property that is the subject of the application or the contract, e.g., owner, applicant, contractor, subcontractor, material supplier.

_____	_____
_____	_____
_____	_____

2. If any person* identified pursuant to (1) above is a corporation or partnership, list the names of all individuals with a \$2000 investment in the business (corporation/partnership) entity.

_____	_____
_____	_____

3. If any person* identified pursuant to (1) above is a non-profit organization or trust, list the names of any person serving as director of the non-profit organization or as trustee or beneficiary or trustor of the trust.

_____	_____
_____	_____

4. Please identify every person, including any agents, employees, consultants, or independent contractors you have assigned to represent you before the City in this matter.

_____	_____
_____	_____

5. Has any person* associated with this contract had any financial dealings with an official** of the City of Chula Vista as it relates to this contract within the past 12 months. Yes _____ No _____

_____	_____
_____	_____

If Yes, briefly describe the nature of the financial interest the official** may have in this contract.

6. Have you made a contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No ___ Yes ___ If yes, which Council member?

City Of Chula Vista
Disclosure Statement – Page 2

7. Have you provided more than \$340 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes being a source of income, money to retire a legal debt, gift, loan, etc.)
Yes ____ No ____

If Yes, which official** and what was the nature of item provided?

Date: _____

Signature of Contractor/Applicant

Print or type name of Contractor/Applicant

- * Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, -or any other group or combination acting as a unit.
- ** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, employee, or staff members.



APPLICATION APPENDIX C

Development Permit Processing Agreement

Permit Applicant: _____
Applicant's Address: _____
Type of Permit: _____
Agreement Date: _____
Deposit Amount: _____

This Agreement ("Agreement") between the City of Chula Vista, a chartered municipal corporation ("City") and the forenamed applicant for a development permit ("Applicant"), effective as of the Agreement Date set forth above, is made with reference to the following facts:

Whereas, Applicant has applied to the City for a permit of the type aforereferenced ("Permit") which the City has required to be obtained as a condition to permitting Applicant to develop a parcel of property; and,

Whereas, the City will incur expenses in order to process said permit through the various departments and before the various boards and commissions of the City ("Processing Services"); and,

Whereas the purpose of this agreement is to reimburse the City for all expenses it will incur in connection with providing the Processing Services;

Now, therefore, the parties do hereby agree, in exchange for the mutual promises herein contained, as follows:

1. Applicant's Duty to Pay.

Applicant shall pay all of City's expenses incurred in providing Processing Services related to Applicant's Permit, including all of City's direct and overhead costs related thereto. This duty of Applicant shall be referred to herein as "Applicant's Duty to Pay."

1.1. Applicant's Deposit Duty.

As partial performance of Applicant's Duty to Pay, Applicant shall deposit the amount aforereferenced ("Deposit").

1.1.1. City shall charge its lawful expenses incurred in providing Processing Services against Applicant's Deposit. If, after the conclusion of processing Applicant's Permit, any portion of the Deposit remains, City shall return said balance to Applicant without interest thereon. If, during the processing of Applicant's Permit, the amount of the Deposit becomes exhausted, or is imminently likely to become exhausted in the opinion of the City, upon notice of same by City, Applicant shall forthwith provide such additional deposit as City shall calculate as reasonably necessary to continue Processing Services. The duty of Applicant to initially deposit and to supplement said deposit as herein required shall be known as "Applicant's Deposit Duty".

2. City's Duty.

City shall, upon the condition that Applicant is not in breach of Applicant's Duty to Pay or Applicant's Deposit Duty, use good faith to provide processing services in relation to Applicant's Permit application.

2.1. City shall have no liability hereunder to Applicant for the failure to process Applicant's Permit application, or for failure to process Applicant's Permit within the time frame requested by Applicant or estimated by City.



Development Permit Processing Agreement – Page 2

2.2. By execution of this agreement Applicant shall have no right to the Permit for which Applicant has applied. City shall use its discretion in valuating Applicant's Permit Application without regard to Applicant's promise to pay for the Processing Services, or the execution of the Agreement.

3. Remedies.

3.1. Suspension of Processing

In addition to all other rights and remedies which the City shall otherwise have at law or equity, the City has the right to suspend and/or withhold the processing of the Permit which is the subject matter of this Agreement, as well as the Permit which may be the subject matter of any other Permit which Applicant has before the City.

3.2. Civil Collection

In addition to all other rights and remedies which the City shall otherwise have at law or equity, the City has the right to collect all sums which are or may become due hereunder by civil action, and upon instituting litigation to collect same, the prevailing party shall be entitled to reasonable attorney's fees and costs.

4. Miscellaneous.

4.1. Notices.

All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands and requests to be sent to any party shall be deemed to have been properly given or served if personally served or deposited in the United States mail, addressed to such party, postage prepaid, registered or certified, with return receipt requested at the addresses identified adjacent to the signatures of the parties represented.

4.2. Governing Law/Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action arising under or relating to this Agreement shall be brought only in the federal or state courts located in San Diego County, State of California, and if applicable, the City of Chula Vista, or as close thereto as possible. Venue for this Agreement, and performance hereunder, shall be the City of Chula Vista.

4.3. Multiple Signatories.

If there are multiple signatories to this agreement on behalf of Applicant, each of such signatories shall be jointly and severally liable for the performance of Applicant's duties herein set forth.

4.4. Signatory Authority.

This signatory to this agreement hereby warrants and represents that he is the duly designated agent for the Applicant and has been duly authorized by the Applicant to execute this Agreement on behalf of the Applicant. Signatory shall be personally liable for Applicant's Duty to Pay and Applicant's Duty to Deposit in the event he has not been authorized to execute this Agreement by Applicant.

4.5. Hold Harmless.

Applicant shall defend, indemnify and hold harmless the City, its elected and appointed officers and employees, from and against any claims, suits, actions or proceedings, judicial or administrative, for writs, orders, injunction or other relief, damages, liability, cost and expense (including without limitation attorneys' fees) arising out of City's actions in processing or issuing Applicant's Permit, or in exercising any discretion related thereto including but not limited to the giving of proper environmental review, the holding of public hearings, the extension of due process rights, except only for those claims, suits, actions or proceedings arising from the sole negligence or sole willful conduct of the City, its officers, or employees known to, but not objected to, by the Applicant. Applicant's indemnification shall include any and all costs, expenses, attorney's fees and liability incurred by the City, its officers, agents, or employees in defending against such claims, whether the same proceed to judgement or not. Further, Applicant, at its own expense, shall, upon written request by the City, defend any such suit or action brought against the City, its officers, agents, or employees. Applicant's indemnification of City shall not be limited by any prior or subsequent declaration by the



Development Permit Processing Agreement – Page 3

Applicant. At its sole discretion, the City may participate at its own expense in the defense of any such action, but such participation shall not relieve the applicant of any obligation imposed by this condition.

4.6 Administrative Claims Requirements and Procedures.

No suit or arbitration shall be brought arising out of this agreement against the City unless a claim has first been presented in writing and filed with the City of Chula Vista and acted upon by the City of Chula Vista in accordance with the procedures set forth in Chapter 1.34 of the Chula Vista Municipal Code, as same may from time to time be amended, the provisions of which are incorporated by this reference as if fully set forth herein, and such policies and procedures used by the City in the implementation of same. Upon request by City, Consultant shall meet and confer in good faith with City for the purpose of resolving any dispute over the terms of this Agreement.

Now therefore, the parties hereto, having read and understood the terms and conditions of this agreement, do hereby express their consent to the terms hereof by setting their hand hereto on the date set forth adjacent thereto.

Dated: _____ City of Chula Vista
276 Fourth Avenue
Chula Vista, CA

By: _____

Dated: _____

By: _____



DESIGN REVIEW APPLICATION CHECKLIST ■ Part 1

All plans must be collated and submitted as 24 sets, folded to 8.5 X 11. Include a scale on all drawings.

NOTE: If this application is in the Bayfront, Eastern Territories, Redevelopment Area, or adjacent to a city boundary or highway/transit corridor, two (2) additional sets will be required.

Site Plan

All Site Plan items below are REQUIRED as part of your submittal. Please note that additional requirements may be necessary for your particular project. Please confirm with Planning staff before submittal.

STAFF REQUIREMENTS:

- ☐ ■ Project location, legal description and assessor's parcel number
- ☐ ■ Property owner's name and address
- ☐ ■ Name of person or firm who prepared the plans & date of preparation
- ☐ ■ Vicinity map and north arrow
- ☐ ■ Number of parking spaces required, number, and size of parking spaces provided
- ☐ ■ Boundaries of subject property with dimensions
- ☐ ■ Show all existing and proposed buildings and structures. Include dimensions and label land use and square footage for each building activity area.
- ☐ ■ Show distance between buildings and/or structures
- ☐ ■ Location and dimensions of backflow prevention device
- ☐ ■ Existing and proposed walls, fences, etc., indicating height, design, and materials
- ☐ ■ Parking layout, pedestrian walks, loading and trash areas
- ☐ ■ Location of all existing trees or manmade features which are to remain or to be removed
- ☐ ■ Location, type, and size of all existing and proposed utilities
(The facilities to be shown include, but are not limited to: electric transformer boxes, fuse boxes, telephone boxes, post indicator valves, and fire department connectors [standpipes], etc.)
- ☐ ■ Show all easements
- ☐ ■ Location of existing and proposed signs
- ☐ ■ Lot coverage and floor area ratio (FAR)
- ☐ ■ Driveway widths and locations
- ☐ ■ Adjacent streets, alleys, and properties (including adjacent structures)
- ☐ ■ Trash areas with screening
- ☐ ■ Delineation of phasing, when applicable
- ☐ ■ Scale no less than 1 foot=30 feet

Conceptual Landscape Plans

STAFF REQUIREMENTS

- ☐ ■ Plant material matrix
- ☐ ■ Suggested plant palette, indicating conceptual location of trees, shrubs, and groundcover
- ☐ ■ Trees to remain or be removed
- ☐ ■ Berming and/or mounded areas (showing contours & height)
- ☐ ■ Exterior lighting (location & style)
- ☐ ■ Percentage of Landscaped area to total site
- ☐ ■ Plazas, sidewalks, or other hardscape elements, such as special paving
- ☐ ■ Concept Design Statement with "Design Objective"

Elevations

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Elevation views of each side of all buildings, structures, walls and/or fences, signs, and exterior lights
<input type="checkbox"/>	■ Illustrative cross sections and enlargements of architectural elements or details as needed
<input type="checkbox"/>	■ Conceptual signage (location, size, type)
<input type="checkbox"/>	■ All exterior building materials shall be clearly labeled on each sheet of elevations

Floor & Roof Plans

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Floor plans with square footage included
<input type="checkbox"/>	■ Location & size of storage areas

Site Utilization Plan

This map should show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius. (An aerial photo may be used if features are properly labeled.)

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ All parcel lines and streets (R.O.W., improvements, drainage facilities)
<input type="checkbox"/>	■ Location and use of structures
<input type="checkbox"/>	■ Adjacent access and circulation
<input type="checkbox"/>	■ Existing zoning & land use boundaries

Conceptual Grading Plan

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Indicate existing contours both on-site and a minimum of 50 feet beyond the project boundaries
<input type="checkbox"/>	■ Indicate direction of existing and proposed drainage, finish grade, and finish floor elevations
<input type="checkbox"/>	■ Indicate proposed grading, structures, curbs, walls (height), gutters, pavement, drainage, structures, swales, mounding, slopes, open space, and trails.
<input type="checkbox"/>	■ Include distance, spot elevations, gradients, contours, details, cross section, flow arrows, etc.
<input type="checkbox"/>	■ Cross section at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on site
<input type="checkbox"/>	■ Earthwork quantities (borrow and disposal areas)
<input type="checkbox"/>	■ Retaining walls (top and footing elevations)

Other Documents, Exhibits & Plans (One set only.)

All "■" items are REQUIRED. Please check box before additional item(s) if included with submittal.

STAFF	REQUIREMENTS & ADDITIONAL ITEMS
<input type="checkbox"/>	■ Development Processing Application form
<input type="checkbox"/>	■ Completed Project Description & Justification form (Appendix A)
<input type="checkbox"/>	■ Disclosure Statement (Appendix B)
<input type="checkbox"/>	<input type="checkbox"/> Development Processing Agreement (Appendix C)
<input type="checkbox"/>	<input type="checkbox"/> Operational Profile
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Soils/Geological Report
<input type="checkbox"/>	<input type="checkbox"/> Noise Study
<input type="checkbox"/>	<input type="checkbox"/> Traffic Study
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Title Report
<input type="checkbox"/>	<input type="checkbox"/> Preliminary Environmental Review Application Package (separate fee required)
<input type="checkbox"/>	<input type="checkbox"/> Water Conservation Plan
<input type="checkbox"/>	<input type="checkbox"/> Air Quality Improvement Plan
<input type="checkbox"/>	■ Color & Materials Board Samples should include roofing, paint, stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, masonry choices mounted on an illustration board.
<input type="checkbox"/>	■ Site Photographs Provide 35 mm photographs clearly showing views of and from the project site, including adjacent structures and significant neighboring developments. Photographs should be mounted on an 8.5" x 11" board (maximum size) and labeled.
<input type="checkbox"/>	<input type="checkbox"/> Colored & Rendered Elevation & Landscape Plans (Not required with first submittal.) One set of colored site plans and elevations shall be submitted to the project planner after the project has been deemed complete.
<input type="checkbox"/>	<input type="checkbox"/> Reduced Site Plan, Floor/Elevation, & Landscape Plans (Not required with first submittal.) Projects scheduled for public hearing require one 8.5" x 11" reduction of site plans and elevations to be submitted to the project planner two weeks prior to the public hearing.
<input type="checkbox"/>	<input type="checkbox"/> Public Hearing Images (Not required with first submittal.) Provide color slides or digital photos on diskette for use at the public hearing. Subject and number of photos will be determined by the project planner and must be submitted two weeks prior to the public hearing.



For Office Use Only
Case No. IS-
Dpst. Amnt. _____
Receipt No. _____
Date Rec'd. _____
Accepted by _____
Project No. FA-
Dpst. No. DQ-
CIP No. _____
Related Case No. _____

City of Chula Vista Application Form

1. Project Title _____

2. Project Location (Street address or description) _____

Assessors Book, Page & Parcel No. _____

3. Brief Project Description _____

4. Name of Applicant _____
Address _____ Fax # _____ Phone _____
City _____ State _____ Zip _____

5. Name of Preparer/Agent _____
Address _____ Fax # _____ Phone _____
City _____ State _____ Zip _____
Relation to Applicant _____

6. Indicate all permits or approvals and enclosures or documents required by the Environmental Review Coordinator.

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Design Review Application	<input type="checkbox"/> Specific Plan
<input type="checkbox"/> Rezone/Prezone	<input type="checkbox"/> Tentative Subd. Map	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Redevelopment Agency OPA	<input type="checkbox"/> Variance
<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Redevelopment Agency DDA	<input type="checkbox"/> Coastal Development
<input type="checkbox"/> Site Plan & Arch. Review	<input type="checkbox"/> Public Project	<input type="checkbox"/> Other Permit
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Annexation	

<input type="checkbox"/> Grading Plan	<input type="checkbox"/> Arch. Elevations	<input type="checkbox"/> Hydrological Study
<input type="checkbox"/> Parcel Map	<input type="checkbox"/> Landscape Plans	<input type="checkbox"/> Biological Study
<input type="checkbox"/> Precise Plan	<input type="checkbox"/> Tentative Subd. Map	<input type="checkbox"/> Archaeological Study
<input type="checkbox"/> Specific Plan	<input type="checkbox"/> Improvement Plans	<input type="checkbox"/> Noise Assessment
<input type="checkbox"/> Traffic Impact Report	<input type="checkbox"/> Soils Report	<input type="checkbox"/> Other Agency Permit
<input type="checkbox"/> Hazardous Waste Assessment	<input type="checkbox"/> Geotechnical Report	<input type="checkbox"/> Other

7. Indicate other applications for permits or approvals that are being submitted at this time.

a. Permits or approval required.

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Design Review Application	<input type="checkbox"/> Specific Plan
<input type="checkbox"/> Rezone/Prezone	<input type="checkbox"/> Tentative Subd. Map	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Grading Permit	<input type="checkbox"/> Redevelopment Agency OPA	<input type="checkbox"/> Variance
<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Redevelopment Agency DDA	<input type="checkbox"/> Coastal Development
<input type="checkbox"/> Site Plan & Arch. Review	<input type="checkbox"/> Public Project	<input type="checkbox"/> Other Permit
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Annexation	

B. PROPOSED PROJECT

1. a. Land Area: square footage _____ or acreage _____
If land area to be dedicated, state acreage and purpose. _____

b. Does the project involve the construction of new buildings, or will existing structure be utilized? _____

2. Complete this section if project is residential or mixed use.

a. Type of development: ☐ Single-Family ☐ Two Family ☐ Multi-Family
☐ Townhouse ☐ Condominium

b. Total number of structures _____

c. Maximum height of structures _____

d. Number of Units: 1 bedroom _____
 2 bedrooms _____
 3 bedrooms _____
 4 bedrooms _____
 Total Units _____

e. Gross density (DU/total acres) _____

f. Net density (DU/total acres minus any dedication) _____

g. Estimated project population _____

h. Estimated sale or rental price range _____

i. Square footage of structure _____

j. Percent of lot coverage by buildings or structures _____

k. Number of on-site parking spaces to be provided _____

l. Percent of site in road and paved surface _____

3. Complete this section if project is commercial or industrial or mixed use.

a. Type(s) of land use _____

b. Floor area _____ Height of structure(s) _____

c. Type of construction used in the structure _____

d. Describe major access points to the structures and the orientation to adjoining properties and streets _____

e. Number of on-site parking spaces provided _____

f. Estimated number of employees per shift _____

Number of shifts _____ Total _____

g. Estimated number of customers (per day) and basis of estimate _____

h. Estimated number of deliveries per day _____

- i. Estimated range of service area and basis of estimate _____
 - j. Type/extent of operations not in enclosed buildings _____
 - k. Hours of operation _____
 - l. Type of exterior lighting _____
4. If project is other than residential, commercial or industrial, complete this section.
- a. Type of project _____
 - b. Type of facilities provided _____
 - c. Square feet of enclosed structures _____
 - d. Height of structure(s) – maximum _____
 - e. Ultimate occupancy load of project _____
 - f. Number of on-site parking spaces to be provided _____
 - g. Square feet of road and paved surfaces _____
 - h. Additional project characteristics _____
- _____
- _____
- _____

C. PROJECT CHARACTERISTICS

- 1. Will the project be required to obtain a permit through the Air Pollution Control District (APCD)? _____
- 2. Is any type of grading or excavation of the property anticipated? _____
If yes, complete the following:
 - a. Excluding trenches to be backfilled, how many cubic yards of earth will be excavated? _____
 - b. How many cubic yards of fill will be placed? _____
 - c. How much area (sq. ft. or acres) will be graded? _____
 - d. What will be the: Maximum depth of cut _____
 Average depth of cut _____
 Maximum depth of fill _____
 Average depth of fill _____
- 3. Describe all energy consuming devices, which are part of the proposed project and the type of energy used (air conditioning, electrical appliance, heating equipment, etc.)

- 4. Indicate the amount of natural open space that is part of the project (sq. ft. or acres)

- 5. If the project will result in any employment opportunities, describe the nature and type of these jobs. _____

- 6. Will highly flammable or potentially explosive materials or substances be used or stored within the project site? _____

7. How many estimated automobile trips, per day, will be generated by the project? _____

8. Describe (if any) off-site improvements necessary to implement the project, and their points of access or connection to the project site. Improvements include but not limited to the following: new streets; street widening; extension of gas, electric and sewer lines; cut and fill slopes; and pedestrian and bicycle facilities. _____

D. DESCRIPTION OF ENVIRONMENTAL SETTING

1. Geology
Has a geology study been conducted on the property? _____
(If yes, please attach.)
Has a soils report on the project site been made? _____
(If yes, please attach.)
2. Hydrology
Are any of the following features present on or adjacent to the site? _____
(If yes, explain in detail.)
- a. Is there any surface evidence of a shallow ground water table? _____

 - b. Are there any watercourses or drainage improvements on or adjacent to the site? _____

 - c. Does runoff from the project site drain directly into or toward a domestic water supply, lake, reservoir or bay? _____
 - d. Could drainage from the site cause erosion or siltation to adjacent areas? _____

3. Noise
- a. Are there any noise sources in the project vicinity, which may impact the project site? _____

 - b. Will noise from the project impact any sensitive receptors (hospitals, schools, single-family residences)? _____

4. Biology
- a. Does the site involve any Coastal Sage Scrub vegetation? _____
 - b. Is the project site in a natural or partially natural state? _____
 - c. If yes, has a biological survey been conducted on the property?
Yes ___ No ___ (Please attach a copy.)
 - d. Describe all trees and vegetation on the site. Indicate location, height, diameter and species of trees, and which (if any) will be removed by the project. _____

5. Past Use of the Land

- a. Are there any known historical or archeological resources located on or near the project site?

- b. Are there any known paleontological resources? _____
- c. Have there been any hazardous materials disposed of or stored on or near the project site?

- d. What was the land previously used for? _____

6. Current Land Use

- a. Describe all structures and land uses currently existing on the project site. _____

- b. Describe all structures and land uses currently existing on adjacent property.
North _____
South _____
East _____
West _____

7. Social

- a. Are there any residents on site? _____ If so, how many? _____
- b. Are there any current employment opportunities on site? _____
If so, how many and what type? _____

8. Please provide any other information, which may assist in the evaluation of the proposed project.

E. CERTIFICATION

I, as owner/owner in escrow*

Print name

Or

I, consultant or agent*

Print name

HERBY AFFIRM, that to the best of my belief, the statements and information herein contained are in all respects true and correct and that all known information concerning the project and its setting has been included in this application for a Preliminary Environmental Review of possible environmental impact and any enclosures for attachments thereto.

Owner/Owner in escrow Signature

Or

Consultant or Agent Signature

Date

*If acting for a corporation, include capacity and company name.



P l a n n i n g & B u i l d i n g D e p a r t m e n t
Planning Division | Development Processing

PRELIMINARY ENVIRONMENTAL REVIEW PROCESSING AGREEMENT

Name of Applicant: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Name of Authorized Representative (if signatory): _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Agreement Date: _____
Deposit Amount: _____

This Agreement ("Agreement") between the City of Chula Vista, a chartered municipal corporation ("City") and the forenamed applicant for a Preliminary Environmental Review ("Applicant"), effective as of the agreement Date set forth above, is made with reference to the following facts:

Whereas, the Applicant has applied to the City for a Preliminary Environmental Review of the type afორereferenced ("Preliminary Environmental Review") which the City has required to be obtained as a condition to permitting the Applicant to develop a parcel of property; and,

Whereas, the City will incur expenses in order to process said Preliminary Environmental Review through the various departments and before the various boards and commissions of the City ("Processing Services"); and,

Whereas, the purpose of this agreement is to reimburse the City for all expenses it will incur in connection with providing the Processing Services.

Now, therefore, the parties do hereby agree, in exchange for the mutual promises herein contained, as follows:

I. Applicant's Duty to Pay.

The Applicant shall pay all of the City's expenses incurred in providing Processing Service related to applicant's Preliminary Environmental Review, including all of the City's direct and overhead costs related thereto. This duty of the applicant shall be referred to herein as the "Applicant's Duty to Pay."

A. Applicant's Deposit Duty

As partial performance of the Applicant's Duty to Pay, the Applicant shall deposit the amount afორereferenced ("Deposit").

1. The City shall charge its lawful expenses incurred in providing Processing Services against the Applicant's Deposit. If, after the conclusion of processing the Applicant's Preliminary Environmental Review, any portion of the Deposit remains, the City shall return said balance to the Applicant without interest thereon. If, during the processing of the Applicant's Preliminary Environmental Review, the amount of the Deposit becomes exhausted, or is imminently likely to become exhausted in the opinion of the City, upon notice of same by the City, the Applicant shall forthwith provide such additional deposit, as the City shall calculate as reasonably necessary to continue to provide Processing Services. The duty of the Applicant to initially deposit and to supplement said deposit as herein required shall be known as the "Applicant's Deposit Duty".

II. City's Duty

The City shall, upon the condition that the Applicant's is not in breach of the Applicant's Duty to Pay or the Applicant's Deposit Duty, use good faith to provide processing services in relation to the Applicant's Preliminary Environmental Review application.

City of Chula Vista
Preliminary Environmental Review
Processing Agreement

- A. The City shall have no liability hereunder to the Applicant for the failure to process the Applicant's Preliminary Environmental Review application, or for failure to process the Applicant's Preliminary Environmental Review within the time frame requested by the Applicant or estimated by the City.
- B. By execution of this agreement, the Applicant shall have no right to direct or otherwise influence the conduct of the Preliminary Environmental Review, for which the applicant has applied. The City shall use its discretion in evaluation the Applicant's Preliminary Environmental Review application without regard to the Applicant's promise to pay for the Processing Services, or the execution of the Agreement.

III. Remedies

A. Suspension of Processing

In addition to all other rights and remedies which the City shall otherwise have at law or equity, the City has the right to suspend and/or withhold the processing of the Preliminary Environmental Review which is the subject matter of this Agreement, as well as the Preliminary Environmental Review which may be the subject matter of any Permit which Applicant has before the City.

B. Civil Collection

In addition to all other rights and remedies which the City shall otherwise have all law or equity, the City has the right to collect all sums which are or may become due hereunder by civil action, and upon instituting litigation to collect same, the prevailing party shall be entitled to reasonable attorney's fees had costs.

IV. Miscellaneous

A. Notices

All notices, demands or requests provided for or permitted to be given pursuant to this Agreement must be in writing. All notices, demands and requests to be sent to any party shall be deemed to have been properly given or served if personally served or deposited in the United States mail, addressed to such party, postage prepaid, registered or certified, with return receipt requested, at the addresses identified adjacent to the signatures of the parties represented.

B. Governing Law/Venue

This Agreement shall be governed by and construed in accordance with the Laws of the State of California. Any action arising under or relating to this Agreement shall be brought only in the federal or state courts located in San Diego County, State of California, and if applicable, the City of Chula Vista, or as close thereto as possible. Venue for this agreement, and performance hereunder, shall be the City of Chula Vista.

C. Multiple Signatories

If there are multiple signatories to this agreement on behalf of Applicant, each of such signatories shall be jointly and severally liable for the performance of Applicant's duties herein set forth.

D. Signatory Authority

The signatory to this agreement hereby warrants and represents that it is the duly designated agent for the Applicant and has been duly authorized by the Applicant to execute this Agreement on behalf of the Applicant. Signatory shall be personally liable for Applicant's Duty To Pay and Applicant's Duty to Deposit in the event it has not been authorized to execute this Agreement by the Applicant.

**City of Chula Vista
Preliminary Environmental Review
Processing Agreement**

E. Hold Harmless

Applicant shall defend, indemnify and hold harmless the City, its elected and appointed officers and employees, from and against all claims for damages, liability, cost and expense (including without limitation attorneys' fees) arising out of processing Applicant's Preliminary Environmental Review, except only for those claims arising from the sole negligence or sole willful conduct of the City, incurred by the City, its officers, agents, or employees in defending against such claims, whether the same proceed to judgment or not. Further, the Applicant, at its own expense, shall, upon written request by the City, defend any such suit or action brought against the City, its officers, agents, or employees. Applicant's indemnification of the City shall be limited by any prior or subsequent declaration by the Applicant.

F. Administrative Claims Requirements and Procedures.

No suit or arbitration shall be brought arising out of this agreement, against the City unless a claim has first been presented in writing and filed with the City of Chula Vista and acted upon by the City of Chula Vista in accordance with the procedures set forth in Chapter 1.34 of the Chula Vista Municipal Code, as same may from time to time be amended, the provisions of which are incorporated by the reference as if fully set forth herein, and such policies and procedures used by the City in the implementation of same. Upon request by the City, the Applicant shall meet and confer in good faith with the City for the purpose of resolving any dispute over the terms of this Agreement.

Now, therefore, the parties hereto, having read and understood the terms and conditions of this agreement, do hereby express their consent to the terms hereof by setting their hand hereto on the date set forth adjacent thereto.

City

City of Chula Vista
276 Fourth Avenue
Chula Vista, CA 91910

By: _____

Dated: _____

Applicant (or authorized representative)

By: _____

By: _____

Dated: _____